

# 2024-2025 SUBSTITUTE TEACHER

## PAY SCHEDULE

*\*Sub teachers are paid from data pulled from SMARTFIND*

**Days worked 1<sup>st</sup> – 15<sup>th</sup> are paid on the 30<sup>th</sup>**

**Days worked the 16<sup>th</sup> – end of the month are paid on the 15<sup>th</sup>**

PAY DATES FOR 2024	PAY DATES FOR 2025
9/13/24	1/15/25
9/30/24	1/30/25
10/15/24	2/14/25
10/30/24	2/28/25
11/15/24	3/14/25
11/29/24	3/28/25
12/13/24	4/15/25
12/30/24	4/30/25
	5/15/25
	5/30/25
	6/13/25
	6/30/25

*The district requires Direct Deposit: Your paycheck information can be accessed through the 'Skyward Employee Access link on the district website. A username and password should have been sent to you. If you need assistance with Skyward access contact Trisha Decker at 763-497-3180 EXT 5153 or [trishad@mystma.org](mailto:trishad@mystma.org)*

*~If you have signed the 'Direct Deposit Exception' form to receive a paycheck, you may pick up your check at the District Office on or after the 'actual pay date'. Checks will NOT be mailed.*

*\*NOTE: Please see below for exceptions to Smartfind*

*- Long-Term sub assignment: pay days are the same, but days paid follow a different process. Smartfind is not used for the purposes of pay detail. The process will be explained by Employee Services at the time of confirmation of the LTS assignment.*

*-Building Assigned Substitute Teachers (FLOAT): pay days are the same but follow a different process. Smartfind is not used for the purposes of pay detail. The process will be explained by Employee Services when the position is assigned.*

*Please contact Lynn Streeter if you have any payroll questions: 763-497-3180 EXT 5110 or [lynnh@mystma.org](mailto:lynnh@mystma.org)*